	APOLLO HOSPITALS, SECUNDERABAD	MOM – 03
		Issue: C
	POLICY ON STORAGE OF MEDICATIONS	Date: 06-01-2017
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PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer

## 1.0 PURPOSE

To define a system for safe storage of medications.

## 2.0 SCOPE

This policy and procedure is applicable to all medications stored in IP-Pharmacy, OP-Pharmacy, wards and ICUs at Apollo Hospital, Secunderabad

## 3.0 DEFINITION

**Look Alike And Sound Alike (LASA)** - Drug names can often sound similar or appear similar. In addition the appearance of the products can look similar enough to cause confusion. These can easily be confused contributing to adverse medication events.


## 4.0 RESPONSIBILITY

Hospital Formulary Committee, Pharmacist, Nurses and Housekeeping department are responsible to implement this policy and procedure.

## 5.0 POLICY

5.1. Medications are to be stored as per the manufacturer's recommendations.

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- 5.2. Medication storage area to be clean, well lit and ventilated; and protected from pests, rodents and vermin's.
- 5.3. Sound inventory control practices like first in and first out (FIFO) to be followed.
- 5.4. Vaccines will be stored in a separate refrigerator in OP Pharmacy.
- 5.5. Medications storage area to be monitored continuously to prevent loss or theft.
- 5.6. LASA (Look Alike & Sound Alike) medications to be identified and stored separately.
- 5.7. In-Patient and Out-Patient pharmacy services to be function 24 hours.
- 5.8. Re-order level for all emergency drugs to be followed in all the areas of hospital to ensure availability of the drugs at all the time.
- 5.9. Emergency medicines are to be replenished whenever re-order level is arrived.

## 6.0 PROCEDURE

### 6.1. Storage


All medications are stored in a clean, well lit and ventilated environment.

Medications are stored as per manufacturer's recommendations in all the pharmacies including wards / ICUs.

All drugs are to be maintained in the temperature specified by the manufacturer.

Room temperature and refrigerator temperatures are to be monitored and documented daily in all the shifts at in-patient and out-patient pharmacies.

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Medications in the pharmacies are differentiated into the following categories

Fast moving drugs

Drugs requiring low temperature storage

Syrups and Elixirs

Ointments

Bulk Storage

Narcotics

Alphabetical order - All drugs are to be stored in their respective shelf (within the category) in alphabetical order only.

Look Alike I, Look Alike II

Sound Alike I, Sound Alike II

## 6.2. Pest Control


The pharmacy in-charge to ensure pest control and cleaning activities are performed by housekeeping staff on a daily basis.

## 6.3. Fire Safety

6.3.1. Adequate fire safety measures are provided in IP-Pharmacy and OP-Pharmacy which includes fire extinguishers or sprinklers.

6.3.2. All pharmacists are trained on Fire Safety Measures.

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6.4. **Inventory Control** - All drugs are to be issued based on Principle of “First in First out (FIFO)”.

#### 6.5. **Protection From Loss Or Theft**

6.5.1. Medications stored at wards/ICUs are monitored by nursing staff and are also under electronic surveillance.

6.5.2. A quarterly stock verification is carried out by audit department and any discrepancies found are to be adjusted after due approval from management.

6.5.3. Audit department to maintain stock verification sheets pertaining to every check.

#### 6.6. **Look Alike / Sound Alike (LASA) Medications**


6.6.2. All drugs are stored in the respective shelf (within category) in ALPHABETICAL ORDER only.

6.6.3. All pharmacists should check for any presence of LASA (LOOK ALIKE / SOUND ALIKE) medications (within the category) in the respective shelf on a daily basis or whenever adding any new drug in the self or as and when necessary.

6.6.4. If any LASA Drugs are identified the same to be stored separately.

6.6.5. A list of LASA Drugs is prepared and to be updated regularly by pharmacy In-charge.

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## 6.7. Emergency Medication

- 6.7.1. A list of emergency medications and re-order level for all emergency medications is prepared by pharmacy in-charge.
- 6.7.2. The emergency medications are replenished when there is a dropping in stock level and reaches re-order level.
- 6.7.3. All Emergency Medication are available 24 hours.
- 6.7.4. Adequate amount of emergency medication to be maintained at all times.

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